



TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
AGENDA PACKET

For the Meeting of Wednesday  
March 5, 2014

7:00 P.M. Regular Meeting

District Office  
1800 Willow Lake Road



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

**NOTICE OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday March 5, 2014  
REGULAR MEETING 7:00 P.M.  
1800 Willow Lake Road, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**REGULAR MEETING 7:00 P.M.**

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Chair.

**C. PRESENTATIONS**

1. District Engineer – Gregory Harris - Filters Tertiary

**D. AREA AGENCIES REPORTS / PRESENTATION**

1. Sheriff's Office Report
2. CHP Report
3. East Contra Costa Fire Protection District Report
4. Supervisor Mary Piepho, District III Report

**E. COMMITTEE/LIAISON REPORTS**

1. Trans-Plan Report
2. County Planning Commission Report
3. Code Enforcement Report
4. Special Districts Report\*\*

*\*\*These meetings are held Quarterly*

**F. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. DRAFT minutes of previous special meeting dated February 19, 2014
2. DRAFT minutes of previous regular meeting dated February 19, 2014
3. Approve Register of District Invoices
4. Resolution 2014-05 Recognizing the U.S. Environmental Protection Agency's (EPA's) WaterSense programs sixth annual Fix a Leak Week of March 17-23, 2014

**G. BUSINESS AND ACTION ITEMS**

1. Award of Motor Control Center Contract for the Secondary Improvement Project to Rough Brothers, Inc. of \$24,422.27
2. Discussion and possible action regarding 2014 Earth Day and Family Festival

**H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)**

**I. PRESIDENT REPORT AND DIRECTORS' COMMENTS**

**J. MANAGER'S REPORT**

**K. GENERAL MANAGER'S REPORT**

**L. DISTRICT LEGAL COUNSEL REPORT**

**M. COMMITTEE UPDATES – Discussion and Possible Action**

1. Community Center Open House Update

**N. CORRESPONDENCE – Discussion and Possible Action**

1. R – Contra Costa County Byron Municipal Advisory Council meeting minutes dated January 29, 2014

**O. PUBLIC RECORD REQUESTS RECEIVED**

**P. FUTURE AGENDA ITEMS**

**Q. ADJOURNMENT**

1. Adjourn to the next regular meeting dated March 19, 2014 starting at 7:00 p.m. on 1800 Willow Lake Rd  
Located behind the Delta Community Presbyterian Church.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925)634-1131, during regular business hours, at least twenty-four hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



No Back Up  
Documentation  
For Agenda Item # C-1



No Back Up  
Documentation  
For Agenda Item # D



No Back Up  
Documentation  
For Agenda Item # E



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

**MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY CSD  
Wednesday February 19, 2014  
1800 Willow Lake Road, Discovery Bay, California  
SPECIAL MEETING 6:30 P.M.  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**SPECIAL MEETING AT 6:30 P.M.**

**A. ROLL CALL**

Call business meeting to order – 6:30 p.m. by President Simon  
Roll Call – All Present

**B. PUBLIC COMMENT**

**C. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA**

(Government Code Section 54957.7)

Legal Counsel Attebery – The Board adjourned into Closed Session regarding action items D-1, D-2, D-3.

**D. CLOSED SESSION:**

1. **CONFERENCE WITH LEGAL COUNSEL:** Initiation of Litigation pursuant to subdivision (c) of Government Code Section 54956.9. (One Potential Case)
2. **CONFERENCE WITH LABOR NEGOTIATOR Government Code Section 54957.6**  
Unrepresented Employee: General Manager
3. Public Employee Performance Evaluation pursuant to Government Code 54957 (Position: General Manager)

**E. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION**

(Government Code Section 54957.1)

Legal Counsel Attebery – The Board has reconvened from Closed Session regarding action D-1, D-2, D-3 and there is no reportable action.

**F. ADJOURNMENT**

The meeting adjourned at 6:59 p.m. to the Regular Meeting on February 19, 2014 at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 02.20.14

<http://www.todb.ca.gov/content/agenda-and-minutes/>



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday February 19, 2014  
REGULAR MEETING 7:00 P.M.  
1800 Willow Lake Road, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**REGULAR MEETING 7:00 P.M.**

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

Call business meeting to order – 7:00 p.m.  
Pledge of Allegiance – Led by President Simon  
Roll Call – All Present

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

None

**C. PRESENTATIONS**

**1. Luhdorff & Scalmanini - Presentation - Ground Water Basin**

**Tom Elson** – Provided a Power Point presentation regarding the Ground Water Basin. There was discussion between the General Manager, the Water and Wastewater Manager, the Board, and Luhdorff & Scalmanini.

**D. PRESIDENT REPORT AND DIRECTORS' COMMENTS**

**Director Graves** – Provided his report and the details of the Contra Costa County Aviation meeting dated February 13, 2014

**Director Wiesen** – Provided her report and the details of the Discovery Bay P-6 Zone Citizen Advisory Committee meeting dated February 10, 2014

**Vice-President Steele** – Provided the details of the Town Hall meeting; also stated that the meeting was well attended.

**E. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. DRAFT minutes of previous special meeting dated February 1, 2014
2. DRAFT minutes of previous regular meeting dated February 5, 2014
3. Approve Register of District Invoices
4. Approve Town of Discovery Bay Community Services District Job Description - Maintenance Worker Trainee

**Motion by:** Director Graves to approve the Consent Calendar

**Second by:** Director Wiesen

**Vote:** Motion Carried – AYES: 5, NOES: 0

**F. NEW BUSINESS AND ACTION ITEMS**

**1. Mission, Vision, Goals and Values Statement**

**General Manager Howard** – Provided the details of item F-1. There was discussion between the General Manager and the Board.

**Motion by:** Director Graves to approve the Mission, Vision, Goals and Values Statement with the revised wording within the Vision section to read “Promote practices that provide enhanced and sustainable life now and for future generations”

**Second by:** Director Wiesen

**Vote:** Motion Carried – AYES: 5, NOES: 0

**2. Establishment of Community Foundation**

**General Manager Howard** – Provided the details of item F-2. There was discussion between the General Manager and the Board. Vice-President Steele and Director Wiesen will provide an update in a month.

**G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)**

**1. Park Transfer Agreement Between the Town of Discovery Bay and Contra Costa County**

**General Manager Howard** – Provided the details of item G-1. There was discussion between the General Manager and the Board. General Manager Howard will provide an update at the next meeting.

**H. VEOLIA REPORT**

**1. Veolia Report for the month of January**

**Project Manager Fermin Garcia** – Provided the details of the January 2014 Monthly Operations Report. There was discussion between the General Manager, the Project Manager and the Board.

**I. MANAGER’S REPORTS**

None

**J. GENERAL MANAGER’S REPORT – Discussion and Possible Action**

None

**K. DISTRICT LEGAL COUNSEL REPORT**

None

**L. COMMITTEE UPDATES – Discussion and Possible Action**

**1. Community Center Status Report (No written report)**

**General Manager Howard** – Provided an update for the Community Center. There was discussion between the General Manager, the Water and Wastewater Manager, and the Board.

**M. CORRESPONDENCE – Discussion and Possible Action**

1. R – State Route 4 Bypass meeting minutes dated September 23, 2013
2. R – Discovery Bay P-6 Zone Citizen Advisory Committee DRAFT minutes dated October 14, 2013
3. R – Contra Costa County Aviation Advisory Committee meeting minutes dated November 14, 2013
4. R – East Contra Costa County Fire Protection District meeting minutes dated January 6, 2014
5. R – East Contra Costa County Fire Protection District meeting minutes dated January 21, 2014

**N. PUBLIC RECORD REQUESTS RECEIVED**

**O. FUTURE AGENDA ITEMS**

None

**P. ADJOURNMENT**

The meeting adjourned at 8:18 p.m. to the next Regular meeting dated March 5, 2014 starting at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 02.21.14

<http://www.todb.ca.gov/content/agenda-and-minutes/>



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

**Meeting Date**

March 05, 2014

**Prepared By:** Dina Breitstein, Finance Manager & Lesley Marable, Sr. Accounts Clerk  
**Submitted By:** Rick Howard, General Manager

*RH*

### Agenda Title

Approve Register of District Invoices

### Recommended Action

Staff recommends that the Board approve the listed invoices for payment

### Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

### Fiscal Impact:

**Amount Requested** \$ 173,393.48

**Sufficient Budgeted Funds Available?:** Yes (If no, see attached fiscal analysis)

**Prog/Fund #** See listing of invoices. **Category:** Operating Expenses and Capital Improvements

### Previous Relevant Board Actions for This Item

### Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2013/2014  
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2013/2014  
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2013/2014

**AGENDA ITEM: F-3**

**Request for authorization to pay invoices (RFA)**  
**For the Meeting on March 05, 2014**  
**Town of Discovery Bay CSD**  
**For Fiscal Year's 7/13 - 6/14**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
<b>Administration</b>				
Big Dog Computer	BDC32997	Monthly GOTO Feb 2014	02/21/14	\$85.00
Big Dog Computer	BDC32998	Laserfische Connection Issues	02/21/14	\$75.00
Bill Pease	FEB 2014	Expense Report Feb 2014	02/24/14	\$612.39
Carol McCool	FEB 2014	Expense Report Feb 2014	02/25/14	\$224.06
Chris Steele	FEB 2014	Expense Report Feb 2014	02/24/14	\$579.52
Commercial Tree Care	17878	Regatta Park (Z57)	02/11/14	\$880.00
Costco	111807341657/042014	Membership	02/25/14	\$35.38
County of Contra Costa Public Works Dept	917556	Encroachment Permit (Z61)	02/05/14	\$143.85
County Of Contra Costa, Dept of Info Tec	8681	Data Processing Jan 2014	02/19/14	\$44.00
Freedom Mailing Service, Inc	24059	Water Bill Processing Jan 2014	02/10/14	\$1,131.20
Kathleen Jones	3534 SAILBOAT DR	Closed Acct, Refund Overpayment	02/25/14	\$49.24
MailFinance	N4487079	Postage Machine Qtlly	02/13/14	\$241.03
Marianne Wiesen	FEB 2014	Expense Report Feb 2014	02/24/14	\$575.00
Mark Simon	FEB 2014	Expense Report Feb 2014	02/24/14	\$400.00
Neumiller & Beardslee	260863	Hofmann v. TODB	02/18/14	\$776.25
Neumiller & Beardslee	260864	Pantages	02/18/14	\$344.00
Neumiller & Beardslee	260865	Newport Pointe	02/18/14	\$344.00
Odyssey Landscape Co, Inc.	36039446	Monthly Maintenance Jan 2014 (Z35,Z57,Z61)	01/31/14	\$7,589.79
Odyssey Landscape Co, Inc.	36039466	Monthly Maintenance Feb 2014 (Z35,Z57,Z61)	02/20/14	\$7,589.79
Office Depot	693079770001	Office Supplies	02/01/14	\$6.50
Office Depot	697762787001	Office Supplies	02/06/14	\$93.07
Office Depot	697762804001	Office Supplies	02/06/14	\$16.48
Office Depot	700319180001	Office Supplies	02/14/14	\$128.23
Office Depot	700319372001	Office Supplies	02/14/14	\$13.01
ReliaStar Life Insurance Company	#JR52 457(B) 022814	457(b) 02/15/14-02/28/14	02/28/14	\$979.78
Ricoh USA, Inc	5029564845	Photocopier Feb 2014	02/19/14	\$360.39
SDRMA	14470	Ancillary Benefits March 2014	02/24/14	\$1,119.92
Some Gave All	FEB 2014	Expense Report Feb 2014	02/24/14	\$744.25
<b>Administration</b>			<b>Sub-Total</b>	<b>\$25,181.13</b>
<b>Water</b>				
County of Contra Costa Public Works Dept	917556	Encroachment Permit	02/05/14	\$592.21
Datamatic Services, Inc.	INV26	Firefly's	02/19/14	\$1,845.00
J.W. Backhoe & Construction, Inc.	2053	Paved Cove Ln & Willow Lake Ct	02/13/14	\$6,087.61
J.W. Backhoe & Construction, Inc.	2055	Paved Windward Ct	02/13/14	\$6,145.33
J.W. Backhoe & Construction, Inc.	2056	Crack Filler Multiple Locations	02/13/14	\$1,161.85
J.W. Backhoe & Construction, Inc.	2057	Concrete around Meter Boxes Discovery Pt	02/13/14	\$1,043.35
Luhdorff & Scalmanini	29461	Water Level Monitoring	02/02/14	\$392.00
Luhdorff & Scalmanini	29471	Well Testing & Water Quality	02/02/14	\$5,099.00
Pacific Gas & Electric	2943721807-5/021014	Electric & Gas Bill 01/09/14-02/07/14	02/10/14	\$15,823.75
ReliaStar Life Insurance Company	#JR52 457(B) 022814	457(b) 02/15/14-02/28/14	02/28/14	\$50.00
SDRMA	14470	Ancillary Benefits March 2014	02/24/14	\$128.32
Univar	SJ600985	Chemicals Delivered 02/10/14	02/10/14	\$164.08
Univar	SJ600986	Chemicals Delivered 02/07/14	02/07/14	\$301.50
<b>Water</b>			<b>Sub-Total</b>	<b>\$38,834.00</b>
<b>Wastewater</b>				
American Retrofit Systems	416	Install New Plug on Generator	02/10/14	\$475.00
Bockmon & Woody Electric Co., Inc.	J005589	Fiber to Plant 1	01/20/14	\$880.00
Bockmon & Woody Electric Co., Inc.	J005686	Install Fiber Optic Cable for Plant #1 & #2	02/11/14	\$11,606.00
California Diesel & Power	101018	Plant #1 Pump Repair	01/27/14	\$2,820.00
Pacific Gas & Electric	1181942262-4/020914	Electric & Gas Bill 01/09/14-02/07/14	02/09/14	\$5,916.57
Pacific Gas & Electric	7312115758-7/021114	Electric Bill 01/10/14-02/10/14	02/11/14	\$18,894.98
ReliaStar Life Insurance Company	#JR52 457(B) 022814	457(b) 02/15/14-02/28/14	02/28/14	\$75.00
SDRMA	14470	Ancillary Benefits March 2014	02/24/14	\$5.28
<b>Wastewater</b>			<b>Sub-Total</b>	<b>\$40,672.83</b>
<b>Community Center</b>				
<b>Community Center</b>			<b>Sub-Total</b>	<b>\$0.00</b>

**Grand Total**    **\$104,687.96**

**Request For Authorization To Pay Invoices (RFA)**  
**For the Meeting on March 05, 2014**  
**Town of Discovery Bay, D.Bay L&L Park #8**  
**For Fiscal Year's 7/13 - 6/14**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
ASCAP	500750571/022014	Community Center-Music License	02/20/14	\$330.50
Contra Costa County Fire Protection	14-0753	Community Center-Permit	02/12/14	\$425.00
County of Contra Costa Public Works Dept	917556	Encroachment Permits	02/05/14	\$746.57
Jenna Hartley	1	Community Center-Reimb Class Cancelation	02/25/14	\$155.00
Odyssey Landscape Co, Inc.	36039446	Monthly Maintenance Jan 2014	01/31/14	\$7,965.00
Odyssey Landscape Co, Inc.	36039466	Monthly Maintenance Feb 2014	02/20/14	\$7,965.00
Office Depot	693079770001	Community Center-Office Supplies	02/01/14	\$71.37
Office Depot	693238160001	Community Center-Office Supplies	02/03/14	\$135.60
Office Depot	693238255001	Office Supplies	02/03/14	\$18.30
Office Depot	693238255001	Community Center-Office Supplies	02/03/14	\$179.55
Office Depot	693238256001	Community Center-Office Supplies	02/01/14	\$41.23
Office Depot	693238257001	Community Center-Office Supplies	02/03/14	\$13.82
Office Depot	697762787001	Office Supplies	02/06/14	\$38.96
Office Depot	700319180001	Office Supplies	02/14/14	\$184.69
Office Depot	700319372001	Community Center-Office Supplies	02/14/14	\$86.78
Pacific Gas & Electric	0869258994-1/020714	Electric & Gas Bill 01/09/14-02/07/14	02/07/14	\$401.27
Pacific Gas & Electric	5702839598-6/020914	Community Center-Electric & Gas Bill 01/09/14-02/07/14	02/09/14	\$918.78
Pacific Gas & Electric	5939734421-5/021414	Electric Bill 01/16/14-02/14/14	02/14/14	\$6,470.85
Pure Electric	14-TODDB1	Community Center-Video Surveillance and Lighting	02/21/14	\$2,915.00
Town of Discovery Bay, CSD	9-900-000-002-6.02	Community Center Water Bill 11/01/13-11/30/13	01/31/14	\$499.04
Town of Discovery Bay, CSD	9-900-000-004-2.01	Water Bill 01/01/14-01/31/14	01/31/14	\$340.27
Town of Discovery Bay, CSD	9-900-000-004-2.02	Water Bill 01/01/14-01/31/14	01/31/14	\$16.77
Town of Discovery Bay, CSD	9-900-000-004-2.04	Water Bill 01/01/14-01/31/14	01/31/14	\$22.37
Town of Discovery Bay, CSD	9-900-000-004-2.05	Water Bill 01/01/14-01/31/14	01/31/14	\$25.16
Town of Discovery Bay, CSD	9-900-000-004-2.06	Water Bill 01/01/14-01/31/14	01/31/14	\$53.12
Town of Discovery Bay, CSD	9-900-000-004-2.07	Water Bill 01/01/14-01/31/14	01/31/14	\$8.94
Town of Discovery Bay, CSD	9-900-000-004-2.08	Water Bill 01/01/14-01/31/14	01/31/14	\$11.74
Town of Discovery Bay, CSD	9-900-000-004-2.09	Water Bill 01/01/14-01/31/14	01/31/14	\$25.72
Town of Discovery Bay, CSD	9-900-000-004-4.01	Water Bill 01/01/14-01/31/14	01/31/14	\$2.79
Town of Discovery Bay, CSD	9-900-000-004-4.02	Water Bill 01/01/14-01/31/14	01/31/14	\$18.94
Town of Discovery Bay, CSD	9-900-000-004-4.03	Water Bill 01/01/14-01/31/14	01/31/14	\$71.85
Town of Discovery Bay, CSD	9-900-000-004-4.04	Water Bill 01/01/14-01/31/14	01/31/14	\$2.79
Town of Discovery Bay, CSD	9-900-000-004-4.05	Water Bill 01/01/14-01/31/14	01/31/14	\$5.59
Town of Discovery Bay, CSD	9-900-000-012-0.01	Water Bill 01/01/14-01/31/14	01/31/14	\$5.59
Town of Discovery Bay, CSD	251	Payroll Reimbursement Sept 2013	02/24/14	\$10,008.60
Town of Discovery Bay, CSD	255	Payroll Reimbursement Oct 2013	02/24/14	\$6,392.35
Town of Discovery Bay, CSD	258	Payroll Reimbursement Nov 2013	02/24/14	\$11,615.22
			<b>Total</b>	<b>\$58,190.12</b>

**Request For Authorization To Pay Invoices (RFA)**  
**For the Meeting on March 05, 2014**  
**Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)**  
**For Fiscal Year's 7/13 - 6/14**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Odyssey Landscape Co, Inc.	36039446	Monthly Maintenance Jan 2014	01/31/14	\$2,900.80
Odyssey Landscape Co, Inc.	36039466	Monthly Maintenance Feb 2014	02/20/14	\$2,900.80
Office Depot	700319180001	Office Supplies	02/14/14	\$184.69
Pacific Gas & Electric	0403377952-3/020714	Electric & Gas Bill 01/08/14-02/06/14	02/07/14	\$37.21
Town of Discovery Bay, CSD	9-900-000-004-3.01	Water Bill 01/01/14-01/31/14	01/31/14	\$5.59
Town of Discovery Bay, CSD	9-900-000-004-3.02	Water Bill 01/01/14-01/31/14	01/31/14	\$199.07
Town of Discovery Bay, CSD	9-900-000-004-3.03	Water Bill 01/01/14-01/31/14	01/31/14	\$69.05
Town of Discovery Bay, CSD	252	Payroll Reimbursement Sept 2013	02/24/14	\$1,209.02
Town of Discovery Bay, CSD	254	Payroll Reimbursement Oct 2013	02/24/14	\$1,187.92
Town of Discovery Bay, CSD	256	Payroll Reimbursement Nov 2013	02/24/14	\$1,821.25
			<b>Total</b>	<b>\$10,515.40</b>



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

March 5, 2014

**Prepared By:** Rick Howard, General Manager  
**Submitted By:** Rick Howard, General Manager *RH*

### Agenda Title

Resolution 2014-05 Recognizing the U.S. Environmental Protection Agency's (EPA's) WaterSense programs sixth annual Fix a Leak Week of March 17-23, 2014

### Recommended Action

Adopt Resolution 2014-05 Recognizing the U.S. Environmental Protection Agency's (EPA's) WaterSense programs Sixth Annual Fix a Leak Week of March 17-23, 2014.

### Executive Summary

As a public water agency, it is important that we remind our customers to conserve water, and one way of accomplishing that is to fix water leaks in and around homes and businesses.

More than 1 trillion gallons of water are lost annually across the U.S. due to easy-to-fix household leaks; the U.S. Environmental Protection Agency's (EPA's) WaterSense program has announced its sixth annual Fix a Leak Week of March 17-23, 2014.

The 2014 Fix a Leak Week theme is "Chasing Leaks." Correcting household leaks can save homeowners an average of more than 10,000 gallons of water per year, or the amount of water in a typical backyard swimming pool. Finding and fixing leaks around the home can be as simple as check, twist, and replace:

- Check toilets for leaks by putting a few drops of food coloring into the tank; wait a few minutes and see if color appears in the bowl before you flush. If it does, there's a leak.
- Twist on a new faucet aerator or showerhead, and tighten hose and pipe connections.
- Replace fixtures with water efficient technology, which are certified to use 20 percent less water and perform as well or better than standard models.

For more information, please visit [www.epa.gov/watersense](http://www.epa.gov/watersense).

### Fiscal Impact:

**Amount Requested \$ N/A**

**Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)**

**Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#**

### Previous Relevant Board Actions for This Item

NA

### Attachments

Resolution 2014-05

AGENDA ITEM: F-4



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2014-05**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY,  
A CALIFORNIA COMMUNITY SERVICES DISTRICT,  
RECOGNIZING MARCH 17 – 23, 2014 AS “FIX-A-LEAK WEEK”**

**WHEREAS**, The U.S. Environmental Protection Agency (EPA) launched the WaterSense initiative to make it easy for American consumers and businesses to save water and protect the environment by establishing water efficiency standards; and

**WHEREAS**, over 1 Trillion Gallons of water a year are lost due to easy-to-fix household leaks, and;

**WHEREAS**, the U.S. EPA has joined with water agencies across America to promote water efficiency, and;

**WHEREAS**, EPA's WaterSense program announced its Sixth annual water efficiency initiative: “Fix-a-Leak Week,” March 17 - 23, 2014; and

**WHEREAS**, EPA encourages all water agencies and resellers of water to use this week to remind Americans to check their household fixtures and irrigation systems for leaks and to make any necessary repairs using water efficient products.

**Now, therefore, be it Resolved that the Town of Discovery Bay does:**

**Section 1.** Recognize Fix a Leak Week March 17 – 23, 2014

PASSED, APPROVED AND ADOPTED THIS 5<sup>TH</sup> DAY OF MARCH, 2014.

\_\_\_\_\_  
Mark Simon  
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on March 5, 2014, by the following vote of the Board:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

\_\_\_\_\_  
Richard J. Howard  
Board Secretary



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

March 5, 2014

**Prepared By:** Gregory Harris, District Engineer  
**Submitted By:** Rick Howard, General Manager *RH*

### Agenda Title

Award of Motor Control Center Contract for the Secondary Improvement Project to Rough Brothers, Inc. of \$24,422.27

### Recommended Action

That the Board: (1) Award the Contract for the Motor Control Center for the Secondary Improvement Project to Rough Brothers, Inc. in the amount of \$24,422.27; and (2) authorize the General Manager to execute all contract documents.

### Executive Summary

The Secondary Improvements Project (Master Plan Project No. 4) is currently being advertised for bid. This project was included in the Wastewater Master Plan and the 2013-2014 CIP and Capital Financed Projects. This project includes the construction of a new clarifier and oxidation ditch. This project also includes the construction of a new Motor Control Center (MCC) building similar to the MCC building constructed as part of the recently completed Solar Dryer Project.

Rough Brothers, Inc. provided the buildings for the solar dryers and the MCC building for the solar dryers. Because the new MCC for the Secondary Project is an exact match of the one just provided for the solar dryers, the District was in a position to obtain a new identical MCC building at a very low cost from Rough Brothers and have the two MCC buildings match each other.

Therefore, the District recommends purchase of a second MCC building directly from Rough Brothers. Final cost proposal from Rough Brothers was \$22,509.00, plus Tax in the amount of \$1,913.27 for a total project cost of \$24,422.27. The erection of the building will be by the general contractor for the Secondary Improvements Project.

### Fiscal Impact:

**Amount Requested \$24,422.27**

**Sufficient Budgeted Funds Available?: YES (If no, see attached fiscal analysis)**

**Prog/Fund # Category: Pers. Optg. Cap. X -or- CIP# Fund#**

### Previous Relevant Board Actions for This Item

Adoption of FY 2012-13 CIP and Approval of Capital Financed projects

### Attachments

Proposal from Rough Brothers, Inc.

AGENDA ITEM: G-1

Design,  
Manufacturing,  
Systems,  
Construction



February 5, 2014

## Discovery Bay WWTP Control Building Discovery Bay, California

### Materials to Include:

- (1) 12' x 18' Steel frame control building identical to the control building provided with the recent solar drying facility.
- All galvanized steel frame designed to be anchor bolted to a concrete pad provided by others.
- Roof, end and sidewall covering to be white corrugated steel panel exterior with 6" vinyl backed rolled fiberglass insulation.
- (1) 3'6" x 8'0" pre-hung steel insulated ½ lite entrance door complete with lock set.

### Pricing:

- Materials as Specified Delivered to the Job Site \$22,509.00

### Items Not Included:

- Site Preparation
- Building Permits and Stamped Engineered drawings.
- Concrete, including without limitation, stem walls, floors, foundations.
- Electrical wiring of any kind
- Environmental Controls
- Sales Tax
- Any and all items not specifically listed in the above scope

513.242.0310 ph

513.242.0816 fax

[www.roughbros.com](http://www.roughbros.com)

5513 Vine Street

Cincinnati, Ohio

45217



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

March 5, 2014

**Prepared By:** Fairin Perez, Parks & Landscape Manager

**Submitted By:** Rick Howard, General Manager

*RH*

### Agenda Title

Discussion and possible action regarding 2014 Earth Day and Family Festival

### Recommended Action

As necessary

### Executive Summary

The Town of Discovery Bay CSD has hosted two annual Earth Day and Family Festival events. The first, which took place on April 21, 2012 was held at Slifer Park, and was a huge success. Over 200 residents volunteered their time and energy to plant over 120 street and park trees; preform a clean up our environmentally sensitive wetlands area. In 2013, our resident volunteers worked together to install a Blue Star Memorial at Slifer Park and thirty garden plots at the new Discovery Bay Community Center. These events not only promote environmental stewardship with our community but also provided a sense of community.

As Earth Day grows closer, Staff has begun to discuss and plan for this year's event. The event itself is really a two-fold endeavor; one, an environmental or community improvement project and two, a small family friendly festival focused on health, environment and community.

For the volunteer projects this year, staff is recommending a Landscape Improvement and Modification Project at the Community Center. The project, once completed, would provide the Community Center site with some much needed 'Curb Appeal' and also a space for Discovery Bay's first official off-leash dog area. (See attached drawing and memo outlining the project)

This year's festival will be condensed into a shorter program than has previously taken place. Attached is a draft of the event program. Though it is not fully defined or set, the event would follow closely.

The anticipated estimated costs for the two projects and the festival are \$9,000.00. Historically, the majority of the funding for the Earth Day events has come from Sponsorship; however, the District does budget for events. Please see the attached spreadsheet for estimated costs and funding methods.

Staff requests approval of volunteer projects, the estimated budget, and direction to seek sponsorships and donations for the 2014 Earth Day and Family Festival event.

#### Fiscal Impact:

Amount Requested. \$9,000.00 with Revenue Offset of \$6,500.00 for a net of \$2,500.00.

Sufficient Budgeted Funds Available?: Yes

Category: Operating

### Previous Relevant Board Actions for This Item

### Attachments

Memo from Parks and Landscape Manager Re: Off Leash dog area

Site Plan identifying project areas

Schedule of Events Draft

Estimated Earth Day 2014 Event and Project Budget

AGENDA ITEM: G-2



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

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## Memo

**To:** Town of Discovery Bay CSD Board of Directors  
**From:** Fairin Perez  
**Date:** February 25, 2014  
**Re:** Off-Leash Dog Area

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Dear Board,

The installation/addition of an off-leash dog area at the Discovery Bay Community Center has been presented to you as part of the 2014 Earth Day volunteer project. Due to possible sensitivity of this issue as well as its lengthy history, I am providing a brief summary of the considerations for this recommended project.

In 2010-2011, after residents expressed requests and concerns over safety issues and lack of appropriate off-leash areas for animals in Discovery Bay, the Board approved \$85,000 of Capital Improvement funding from Zone 8 for the construction of an official Dog Park. During preliminary research into District owned land in the Zone 8 boundary, it was determined that there was no suitable location (Cornell) for the Dog Park and staff broadened its search for a location into other Landscape Zones within Discovery Bay.

On December 8th, 2011 staff presented conceptual plans for two newly identified areas for possible off-leash parks at a Special Public Meeting at Timber Point Elementary School. The areas considered were the landscaped area north of the Park and Ride along Bixler Road, and a portion of Slifer Park east of the Basketball Court. Ultimately, staff was directed to send a letter of support of the off-leash park being constructed at Slifer Park to Contra Costa County Special Districts Dept. (Owner).

In the interim, two major factors have slowed the progress of the project: 1) Capital improvement projects for Zones 57 and 61 have been tabled until a permanent agreement or transfer of Park ownership has occurred between the District and the County. 2) Possible developer intent on developing a dog park in the future Newport Point neighborhood off of Newport Drive.

On January 23, 2013 the Board adopted Ordinance No. 22, which prohibited animals off-leash at any District owned Park. Violators of this Ordinance face a fine of \$250 per occurrence. There remains no official off-leash area for residents to exercise their animals.

Recent conversations and sponsorship commitments started new discussions on possible locations. The area identified at the Community Center is almost fully fenced. It is irrigated and turfed. The location is not currently utilized for any recreational activities. Until future building additions on the Community Center site, this area would remain unused.

The location provides a small space for an off-leash park at very reasonable costs. It does not provide a full scale off-leash park, or one that provides for all of the accommodations that our residents have requested. However, it could potentially offer a temporary (2-3 years) solution for the lack of appropriate off-leash space for dog owners.

The addition of an off-leash dog area would bring additional attention and visitation to the new Community Center. The project can be installed for minimal costs. The off-leash area would offer residents a reasonable alternative to risking violation of Park Ordinances. It is for these reasons that Staff recommends adding the Off-leash dog park area to the volunteer project list for our 2014 Earth Day event.

# 2014 Earth Day Project Locations



Landscape Improvements



Off Leash Dog Area (Approx. 1/3 Acre)



**earth day 2014**  
**DISCOVERY BAY**

**Saturday, April 26, 2014**  
**Schedule of Events**

<b>Time</b>	<b>Event</b>	<b>Other information</b>
8:30 - 9:00 am	Volunteer Registration	Volunteer Check In, Light snacks, coffee provided Work Assignments passed out; groups identified
9:00 am - Noon	<i>Environmental / Community Projects</i>	1) Landscape Improvements @ Community Center 2) Off Leash Dog Area
10:00am - 11am	Vendor Set Up Kid Zone Set-Up	Parking Lot Area - Vendors Back Lawn Area - Kids Zone Set-up
11am - 3pm	Festival Activities	To Include: Vendor Booths, music, dance demonstrations, kids zone, dog parade
	Kids Zone	Bounce house, face paint, balloons, pool open?
	Music	DJ / Band
	Hybrid Cars	Ford, Chevrolet, Toyota—have cars on display with booths for info
	Earth Friendly Vendors	Variety of booths sponsored by local businesses.

Earth Day 2014  
Estimate Event / Project Costs

Item	Qty	Cost	Total
<b>Volunteer Items</b>			
Volunteer Lunches	150	\$ 7.00	\$ 1,050.00
Volunteer Handout	150	\$ 4.00	\$ 600.00
Water / Snack	Allow	\$ 95.00	\$ 95.00
		<b>Sub-Total</b>	<b>\$ 1,745.00</b>
<b>Festival Events</b>			
Kids Zone	Allow	\$ 650.00	\$ 650.00
Music	Allow	\$ -	\$ -
Permits	Allow	\$ 150.00	\$ 150.00
		<b>Sub-Total</b>	<b>\$ 800.00</b>
<b>Landscape Improvements</b>			\$ -
Shrubs	250	\$ 4.50	\$ 1,125.00
Trees	20	\$ 35.00	\$ 700.00
Mulch	30	\$ 25.00	\$ 750.00
Soil	10	\$ 30.00	\$ 300.00
Stakes/Fert./Misc	Allow		\$ 500.00
		<b>Sub-Total</b>	<b>\$ 3,375.00</b>
<b>Off-Leash Park</b>			
Fencing Material	Allow		\$ 1,500.00
Demolition			Donation
Sod			Donation
Irrigation repairs	Allow	\$	350.00
Dog Fountain	Allow	\$	500.00
DG Pathway	Allow	\$	400.00
Equipment Rental	Allow	\$	225.00
		<b>Sub-Total</b>	<b>\$ 2,975.00</b>

Use CC Portable Speaker System  
ECCCFD / CCC Health

Grand Total    \$            8,895.00

**Funding Sources**

TODB - Event Funds	\$	2,500.00
Sponsorship / Donations	\$	6,500.00
	\$	9,000.00



No Back Up  
Documentation  
For Agenda Item # H



No Back Up  
Documentation  
For Agenda Item # I



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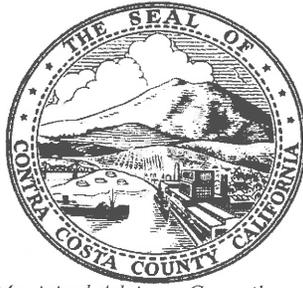


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Documentation  
For Agenda Item # M-1

# Byron Municipal Advisory Council

\*Not Recorded

**DRAFT**



Office of Supervisor Mary N. Piepho  
Contact: Karyn Cornell  
3361 Walnut Blvd. Suite 140  
Brentwood, CA 94513  
925-240-7260

Respectfully submitted by: \_\_\_\_\_

*The Byron Municipal Advisory Council serves as an advisory body to the  
Contra Costa County Board of Supervisors and the County Planning Agency.*

## **Record of Actions**

**Meeting start time: 6:13 p.m.**

**Wednesday, January 29, 2014**

1.) Meeting called to order by Chair Juarez at 6:05p.m. Vice Chair Schmit and Councilmember Beltran absent.

2.) **Public Comment:** Patty Bristow discussed her concern with the Flood designation and flood insurance rates.

3.) **Review of Record of Actions of 12-18-13 meeting:** Motion to approve as prepared made by Councilmember Larsen. Second made by Councilmember Lopez. Motion carried 3-0.

### **4.) Agency Reports**

a.) **East Contra Costa Fire Protection District:** No report.

b.) **Contra Costa County Sheriff's Department:** Lt. Beltran introduced himself to the community as the new Lt. for the Delta station and provided an overview of his background with the Sheriff's department. Lt. Beltran provided an update regarding the statistics for November and December 2013 and January 2014.

c.) **California Highway Patrol:** No Report.

d.) **Office of Supervisor Mary N. Piepho:** Field Representative Cornell provided an update on the following items: the Contra Costa Board of Supervisors' approved an annual \$3,000 beginning in Fiscal Year 2014/2015 for each MAC, to be administered by the Supervisors office for MAC operations; distributed copies of the 1/28/14 Planning Commission and 2/3/14 Zoning Administrators agendas; Comment period for the Bay Delta Conservation Plan EIS/EIR is open until April 14, 2014; Standard and Poor's increased the County's rating at the end of December from AA to AAA; distributed copies of a letter of support Supervisor Piepho sent regarding a Metropolitan Commission grant the Public Works Department has applied to for funding for a sidewalk project; discussed recent work the Public Works department performed on Camino Diablo Road and Byron Highway.

### **5.) Items for Discussion and/or Action**

a.) **Appoint Chair and Vice Chair for 2014-** Item Continued

b.) **Discuss Code Enforcement Concerns:** Code Enforcement Office Joe Losado presented an overview of the issues Code Enforcement works on. Councilmember Lopez commended Mr. Losado on the work he is doing in the community.

c.) **Discuss Community Identity-**Discussion regarding creation of a Byron MAC website. Motion made by Councilmember Lopez to request the Supervisor Office to research whether the Byron MAC can have a website. Second made by Councilmember Larsen. Motion carried 3-0.

d.) **Discuss Byron Park Dedication Funds-**Item Continued

### **6.) Correspondence Key: R= Received S= Sent**

a. R-12/16/13 Contra Costa County Zoning Administrator Agenda for December 16, 2013

b. R-1/6/14 Contra Costa County Zoning Administrator Agenda for January 6, 2014

c. R-1/8/14 Contra Costa Local Formation Commission Agenda for January 8, 2014

d. R-1/14/14 Contra Costa Planning Commission Agenda for January 14, 2014

e. R-1/22/14 Contra Costa Zoning Administrator Agenda for January 22, 2014

### **7.) Councilmember Comment/Future Agenda Item:**

2014 Meeting Schedule

8.) Adjourned to next meeting scheduled for February 20 at 6:00p.m.

*This meeting record is provided pursuant to Better Government Ordinance 95-6, Article 25-2.205(d) of the Contra Costa County Ordinance Code.*





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Documentation  
For Agenda Item # 0



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For Agenda Item # P